KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

January 29, 2015
10:00 a.m. ET

Operator: Good morning. My name is (Derek), and I will be your conference operator today. At this time, I would like to welcome everyone to the Aid to Local Catalyst Webinar.

All lines have been placed on mute to prevent any background noise. After the speakers' remarks, there will be a question-and-answer session. If you would like to ask a question during that time, simply press star, then one, on your telephone keypad. If you would like to withdraw your question, press the pound. Thank you.

(Christy Kane): Thank you, (Derek). Good morning, everyone. My name is Cristi Cain. I am with the Local Public Health Program here at the Kansas Department of Health and Environment, and I would like to welcome all of you to the call. I also have Kate Watson, who is the director of the Center for Performance Management here with me, who will also be available to answer any questions that you may have.

I have just a few announcements before I turn it over for our presentation and our question-and-answer session. So, as you know, the purpose of this webinar is to go over information related to our transition to Catalyst. The Catalyst website is catalystserver.com.

We have issued all of our previous grantees one user name and password. If you need additional user names and passwords, you can obtain those by contacting support@shpr.com. We would encourage you to use just one, if that's possible. But, if you do want additional ones, please make sure and request it.

And these announcements are in emails that you received from Jane Shirley. She wasn't able to be here this morning but wanted me to reiterate some important points. So, we have placed a lot of information about this transition on our KDHE Aid local web pages. So, Jane really wanted to encourage you that even though you have filled this application out for many, many years, it's going to be different this year and there is going to be a bit of a learning curve with the technology. So, we encourage you to check out the guidance documents and the links that are there as soon as possible. She really wanted me to reiterate not to wait until the last moment to turn in your application.

And we do encourage you – there are four courses that deal with this transition that are available on Kansas TRAIN And we would encourage all of you to have someone at your organization take those four Catalyst training courses. And Jane has provided all of those course numbers in a previous email.

And she also wanted me to remind you some very important information that, this year, there is a required budget for the Formula Grant. You will be able to see that in the Budget Guidance section in Catalyst. So, please make sure – there are not any details required. It's just a total allocation request only that is required. So, please make sure to complete that.

We also, as you know, every year, include a short survey as part of your Aid to Local application. This year, we found out that the Kansas Health Institute was planning a survey as well. And, so, we have combined the survey, which makes the survey a little bit longer. We know that many of your organizations receive a lot of surveys and get surveyed to death. And that's something that we really trying to work on here. It's collaborating on surveys so that you don't receive so many. So, hopefully, even though this is a little bit longer, that it will end up saving you time in the end.

Keep in mind that the deadline for the Aid to Local application is Monday, March 16. And I just wanted to let you know that we are really excited here about this new process and system and think it's going to really bring a lot of positive change to this process. We appreciate your bearing with us as we transition. We think it's going to be successful, and we wanted to host these webinars to give you an opportunity to receive the latest information, as well as to have the opportunity to ask any questions that you would like. So, we have the experts on this webinar with us who are going to be able to answer any of your questions that you may have and provide some technical assistance around this change to Catalyst.

And so, with that, I will turn it over to (Tamara Goldsberry) and (Ryan Lou), who are our Catalyst experts. Thank you.

(Ryan Lou): All right. Just confirming that you can hear me. (Kate)?

(Christy Kane): Yes, we can.

(Ryan Lou): OK. Perfect.

(Christy Kane): Yes, that's correct.

(Ryan Lou): OK. Perfect.

So, what we're going to do is we're going to run through a couple of updates to let you know about some changes that will be occurring in the system that will be rolled out on February 9. There are just a few of the last-minute changes that are going to assist you in finalizing your applications. So, they will be loaded up very shortly.

And, then, as we go through those updates, we'll go through a few questions that we've received from different grantees or applicants just to make sure that we can answer them globally as opposed to answering the same questions every day for multiple folks. And, then, opening up for questions, I believe, is the next part.

So, first of all, I'd like to draw your attention to two new boxes that will appear on February 9. This is on the Edit Profile page. You can see in the upper right-hand corner you would click on your name, which brings down a dropdown and, then, you pull up Edit Profile. When you pull up Edit Profile, that will render the Profile page where it shows you first name and last name, email address, organization information and so forth.

There are two fields that will be added on February. One is your Federal Employee Identification number and the other is the DUNS number. And if you don't have a DUNS number, there will be a link to the right of that field that takes you through the process of actually obtaining a DUNS number, which is a federal page. It's outside of the state. It has nothing to do with KDHE. But, those two fields will be available on February 9. So, we want to draw your attention to those fields.

Moving on to the next slide.

Effective February 9, you will also have the ability to export all of your application budgets so you can see all budgets across all applications for your particular location. So, the way that you do that is on your landing, you would click on Organization Summary. As you can see in the upper left-hand corner here, we have a red arrow to highlight where you would click. You would click on Organization Summary, which will bring up this main page that you see on the right. Again, our red circle is for highlight purposes only. And that shows you where you will have two new links to export a single budget or a detailed budget. But, that exports all budgets all the way across the board.

So, you can see in this case, under the plan name, we have 1422, CDRR supplemental FY '15, CDRR application. All of those budgets would be exported according to the buttons that you have down there below. So, that's the second feature, exporting all applications budgets.

You will also have the ability to export a single application budget. So, instead of going to Organization Summary, which would allow you to export all budgets across the organization, you would go into individual applications. So, in this case, we have clicked on Family Planning up there to the left. And, then, you have the button there which shows Export a Detailed Budget. Same concept as the all budgets export. But, now, we're just exporting a single budget going along there. So, that would be your third upgrade.

The fourth upgrade relates to the summary and signature pages. What you would want to do is make sure that you are on the Application page. Under Application, you then click on Organization Summary. And, then, you will see several new links. There will be summary page and a signature page. I am also going to describe the finalized and these yellow boxes – or these yellow triangles here in a moment. But, right now, let's just talk about Summary and signature page.

Those will be two new links. One is the grant application signature page.

So, you're familiar with your grant application signature page. It's similar to what you've used in the past. You would click on this link the signature to be able to download that grant application signature page.

You will click on this Summary button, which is highlighted in orange, in order to pull up the next screen. I'll show you that. This is a rudimentary rendering of what this is going to look like. But, essentially, when you click on the summary page, it's going to pull up a simple layout. As you can see, it says "Grant Summary for Barbara County." And, by the way, we've made up these numbers. These aren't Barbara County's requested amounts.

But, what it will have is it will tell you the total requested amount for each of your grant applications. So, you will be able to know what is the total for child care (CCL), what's the total for CDRR. It will also tell you – it will give you a green check mark to tell you whether or not this has been added to an application, whether or not you have actually submitted this application. So, there will be some added details there that you will have on your Grant summary page.

But, what you will want to do is you'll be able – you'll want to take this requested amount and, then, in the bottom right-hand corner, you can see the grant application signature page that you guys are familiar with. You would actually use those numbers to fill in manually – by hand, you would be filling out this grant application signature page.

So, to lay out the process again, you go to – you go to this link, download the signature page, and then click on your summary page. This will be your summary page, your grant summary. And, then, you'll manually transfer handwritten these requested amounts and write them onto your signature page. Fill out your signature page and sign it with the correct authority. And, then, the information is going to be uploaded back into the system. I'll tell you how to do that in a moment. But, that's the relationship between the Grant summary page and the grant application signature page.

So, moving on, once you have completed your Summary and signature page and you're now ready to submit your application, you are going to hit Finalize. It's – Finalize is in the right-hand corner here. And Finalize isn't just finalize for a single application. It basically means you are done with all grant writing for your organization. You have – you have all your Is dotted and all your Ts crossed and you are really to finalize all applications that need to be submitted to the Kansas Health Department.

A couple of things to keep in mind. When you see the yellow triangle to the right of any application, that tells you that the DUNS number is required for that particular application. And a warning will tell you that a DUNS number has not been entered. Once you do enter your DUNS number, that warning symbol will go away. So, really, when you're submitting your application, you want to make sure you're finalizing your applications. You're going to want to make sure that there are no warning signs – these yellow triangles – or you can go and figure out why those yellow warnings are there.

So, once you take care of those different warning signs which, at this point, is simply your DUNS number, you would then click Finalize, which will take you to this page. Under Finalize Application, there will be an instruction box that pops up that tells you this is the final step of submitting your application. Once you complete this step, you will no longer be able to modify any of your applications. Please verify that you have completed and submitted all of your applications before proceeding. Please fill in the form below and then click the Finalize Application button.

So, what you do is you see that it's going to be (stamped with the following). It will tell you who it is that's submitting this, what is the (today's date). And what we're using is your actual user name and password because we know who is using what user name and password.

Then, you'd want to upload that signature page. Remember, you have downloaded the summary page, transferred that information to your signature page and, now, you have that handwritten copy. You will want to scan that signature page so that you now have an electronic copy, select that page, upload it here and, then, you'll also answer (your) question about – (on this circular) and then click Finalize Application.

Once you do that, your signature page will be submitted and all of your applications will then move into a mode in which you cannot edit. You will be able to read your applications, you will be able to download or export or print and continue to do anything that you want with your existing applications. But, you will not be able to modify any content, you will not be able to attach any documents, you will not be able to do anything in terms of modification of that application. You will simply be able to view them in a review status.

(Kate), would you like us to move into the questions that we have so far? Or should be pause and answer questions about the presentation?

(Christy Kane): (Ryan), this is (Christy). And we actually had a couple of questions that came in. So, I will go ahead and address those and, then, we can open it up for other questions.

So, the first questions is, "What if the user name and password in the email doesn't work?" This person had not been able to log in. And, so, we would ask that you call support, which is 770-935-0958, to address any login or password issues that you may have.

And, then, the second question that came in is, "Is there a Word document that outlines the sections and questions in the applications?" And the answer to that is that's something that we will check into being able to provide to you. That's not available at this point. Each program has a different application. But, it's definitely something that we will see if we can make that available.

And so, with that, unless you had anything else, (Ryan), we can go ahead and open the lines up or have (Derek) monitor the questions.

(Ryan Lou): I do have a few more things.

(Christy Kane): OK. Sure.

(Ryan Lou): OK. One thing to keep in mind in relation to what (Christy) just mentioned – that phone number that she mentioned for technical assistance and user name and password reset, if you remember that the website for submitting your applications to get to Catalyst is catalystserver.com, which is where you'll always go ahead to log in and gain access to these things. You see I am on that website right now.

In the upper left-hand corner, there is that phone number that (Christy) just mentioned. You also have the info at catalystserver.com. You can click on that link, which would send an email to us. You can email us a request for user name and password. So, I just wanted to remind you of those technical assistance references in that upper left-hand corner.

I know that these phone numbers are also listed on the KDHE websites related to the Aid to Local application. And, of course, you can always contact – your program contact will have access – (will give you that) information as well. So, there's multiple resources, multiple technical assistance and avenues that you can take in any of those cases.

Now, we do have a list of six questions that seem to be a pattern that we're receiving from applicants. We – that – we're receiving the same questions from out there from people on a regular basis. So, we're going to go ahead and address those questions globally so that everyone can hear the answers to these as well. It might answer some of these things that you have at the back of your head.

The first question is "How do you print an application?" What you need to do is you need to actually click on an item within a plan, not just on the plan's name. So, we're finding a pattern of people clicking on the plan name and trying to print it. In real life, they don't have any ability to hit a Print button or there isn't any export functionality. That's because when you click on that actual plan name, that takes you to the budget page.

If you go into the plan and go to an actual item – so, click anywhere in the content of that plan – you will then have the print functionality that you are looking for. This seems to be a common question that's coming up. So, just so everybody knows that's how you would print.

Related to the question that (Christy) mentioned earlier about a Word document summarizing all of your fields, we've received similar questions where – the question is "How can you – is it possible to even just print a blank plan so that we can see the list of fields or questions?" I believe the question for (Christy) was "Is there a Word document that summarizes all of these so we know what we have to answer?"

The best answer to all of those cases is this. Currently, as (Christy) mentioned, we don't have a Word document. We also don't have the ability to print a blank plan so you can see all the questions. Catalyst will only print fields that actually have responses in them. So, I guess, technically, if you went through every application and put a word in every field, yes, it would show you that. But, that's kind of a long process and something that nobody really wants to go through. So – but, this year, during this application process, the only that is going to print from Catalyst is fields that have content. Any field that does not have content will not be printed.

For next year in 2016, KDHE had already authorized the ability to print blank applications so you can see that entire list. But, this year, that type of functionality will not be available. So, your best answer in terms of best resource and understanding what requirements there are is going in to Catalyst, looking into your applications and filling them out there.

The third question. "Is the user notified when a field is not complete? So, for example, when the user saves the page and the field is blank." The user – so, the answer to that is users are prompted to complete required fields when they hit Save without entering anything into it. So, if there is a required field and you don't fill it out and you hit Save, a warning will come up and say, "This field is required." But, any blank fields that were not required – there are no warnings. The only – the only warning – so, that was the question. You say is the user notified? Yes, we do have warnings, but they are only for required fields that are left blank.

Question number four. "When the application is printed, do blank spaces appear on the printout or does – or do only text fields print?" So, the answer to that is the document that is generated will only show the text fields and the response. There will not be white blocks of space in between these things. We try to utilize as much space as efficiently as possible to bring everything together so these applications are shorter (and not stringing out to) more pages than they need to be. So, no, there are not white spaces inserted by the system or anything like that. It just pulls everything together without blocks of white space.

Question number five. "Where are users for organizations added?" If you're talking about user accounts so that they can log in to Catalyst, those user accounts are added by contacting the Catalyst support staff and requesting additional accounts, which can be accomplished by calling us or calling – or emailing info@catalystserver.com. That's how you would request additional accounts if you – if you need them.

Next question. "Does Catalyst have spell check?" The answer to that is no. Most browsers, however, have the option to spell check text entered into form fields. So, that's one reason why we have not implemented our own spell check within Catalyst. It's because the browsers that you use typically do provide the option to run your own spell check of different fields. So, we're just using browser functionality in that particular case.

So, it all depends on what browser you are using, whether you are using Firefox, Chrome – but, there are options for actually running the spell check in those browsers if you so choose to. You can look this up online depending on what browser you are using – "How do I run spell check in Firefox" or "How do I run spell check in Chrome." But, those are not our capacities to manage. The technical assistance for those types of resources are hosted by the actual browser. So, you'd have to go and find that on the Internet.

Another options is if you have information that you could copy over to a Word document and run a spell check there, I know – I've done that with Web-based forms before in different technologies that I've used. It kind of defeats the purpose of pulling out and moving back and forth. So, using your browser built-in spell check is definitely the best option and most efficient, and that's what we would recommend.

And it looks like in addition to six questions, we actually have one more question. The question was "I can't find the grant application signature page when I go to the Organization Summary in Catalyst." I think we've already addressed that with this presentation before – today.

On February 9, you will have the ability to download your grant application summary page, your signature page, and you will also have a Finalize button at what time – at which time you will be able to submit everything and finalize upload your signature page as I described previously. But, yes, at this point, where you're saying "I can't see it," you cannot see it. No one can see it. You won't be able to see it until February 9.

(Christy), those are all of the questions that we received. That's the end of our presentation as well.

(Christy Kane): Thanks, (Ryan Lou). We had a few more questions come in. And what I would say to the participants is we're actually going to, in a moment, turn it over to the operator, who is going to moderate the phone calls. So, we will be actually taking the rest of the questions verbally. So, please keep that in mind. So, we're not going to monitor the box – the question box that you're typing questions into. So, we're going to take them verbally. But, I did have some more questions come in and – that we can address really quickly.

One is that we will make a copy of this PowerPoint available on the Aid to Local webpage. So, we will get them through (Ryan) and (Tamara) and make that available.

We did have one participant who did not receive their user name and password. Those were emailed out. And, so, that sounds like an individual issue that we will address with you. So, just call that support number and we will line up the user name and password for you.

We did have someone that asked if there was a checklist to ensure that they have completed all of the fields before submitting it. And Kate and I were talking here. And to our knowledge, there is not a checklist for each of the individual applications.

Are you aware of a checklist, (Ryan)?

(Ryan Lou): No, there are no checklists.

(Christy Kane): OK. So – and that's something that we will discuss with Jane to see if that's something that we might be able to develop. It's definitely a good idea.

(Ryan), I think you kind of addressed this question already. But, if you have anything additional to say, this person asked if they could print sections of the Aid to Local application or the completed application from Catalyst.

(Ryan Lou): They absolutely can print their applications from Catalyst. All you need to do is just make sure that you are within the content of that application and there is the Print button. It should be in your upper right-hand corner. If you don't understand where that Print button is, there are – just hit question mark in the upper right-hand corner. That will pull up all of our technical resources that instruct you on how to print, how to download.

But, yes, you would just make sure that you are in that application. You can print. But, as I mentioned with the other question as well, that it will not print any application that has a blank – a blank application. It will only print those applications that you have comments in the field.

So, please make sure that you do not require or you do not rely on these printed applications to tell you what's complete because let's say, for example, you had 10 questions and you only answered six of them. And, then, you went to Print and start relying on that print version. The print will only pull the six questions that you have filled out. It will not pull the four that are blank because it expects that you left those blank on purpose.

So, do not rely on printed or exported versions. You want to be looking at your versions within Catalyst to judge your completeness. You do want to scroll through your responses throughout and make sure that there is something entered into each of your fields that is required. And that's how when you go to print, it will pull the necessary fields and necessary information.

(Christy Kane): OK. Thanks, (Ryan). That's really helpful.

So, if someone just completed one or two sections and, maybe, just wanted to print it out so they could look at it over, that's a functionality of this that they would be able to do. Correct?

(Ryan Lou): Yes, that is correct.

(Christy Kane): OK. So, the next question is, "Can multiple users from the same agency be in Catalyst at the same time?"

(Ryan Lou): The answer to that is yes. You can work in the same application. You – I'm sorry. You can work in the system. You can work in separate applications. You could even be working in the same application on the same item if you need to. But, what would happen in that case – that would be – that would be the one that you have to be wary of.

If you're working on the exact same item, the last person to hit Save – it's the only response that would be saved. So, if I am working on the same item as someone who is across the desk from me and I type "one, two three" and she types "four, five, six" and she is the last one to hit Save, then "four, five, six" is going to be saved in that exact same field.

Now, if she and I are working in two completely separate fields, it's a non-issue. There is no problem whatsoever. She could be working on the same questions within the same application or different applications, budgets or whatever. You can work as many people as you want in the system. But, the only conflict you will have is if you're working on the same field at the same moment in time. That's where you'll run into a problem.

(Christy Kane): OK. Great. That's helpful, (Ryan). Thank you.

And, then, the next questions revolve around the updates. So, one is should they wait to work in the system until the updates have been made? And another along the same lines is if they have already entered in information, will it remain even though you're doing updates?

(Ryan Lou): Yes. The system is live. The system is ready to accept applications. We have applicants who are already filling out all their information. Some folks are even finished with some of their applications.

So, you do not have to wait until the upgrades are finished. These upgrades simply relate to your finalization and submission of Federal Employee Identification number, DUNS, signature page and Grant Summary, which are really the very end of the process. Those items just weren't quite ready by the time we went live on January 15. So, we needed another month to just add these few features. But, yes, the system is live. It's ready to go. Please continue to work on your applications and submit.

And to answer the final question there, will your data be saved? Absolutely. The upgrades and changes that we're making will not affect your data whatsoever. We even make sure that anytime we do make upgrades for the system, we back up redundant backups – multiple copies of your data. So, if for some reason it unexpectedly crashed, we would be able to roll that all up and fix it by the time you guys show up to work on Monday working.

We do all of this work – upgrades to the system start on a Friday night. And we basically have all that emergency time all through the weekend that we upgrade the system and then can take care of emergencies of rebooting and bringing back your data if for some reason it was lost so that you don't detect any changes by the time you show up on Monday.

(Christy Kane): OK. Great. Thank you.

And, then, one last one is that are they unable to submit applications individually if they have more than one from the same agency?

(Ryan Lou): You are – you are able to submit an application. But, you are able to submit individual applications, but everyone needs to remember that the Grant summary page and signature page cannot be completed until – or cannot be submitted until you have finalized all applications. So, you might go in to say, "OK. CDRR is finished, so I'm going to submit it. But, we're still working on family planning."

CDRR is submitted. That's great. But, CDRR does not have – it is not part of your summary page or your Grant signature page yet because you haven't uploaded it. You haven't finalized everything. So, in summary, yes, submit individuals. But, you cannot finalize until all applications are complete and you have your Grant Summary and signature page uploaded.

(Christy Kane): OK. Thanks, (Ryan). That's an important clarification.

Now, we are going to ask (Derek), our operator, to take our questions that are waiting in the queue.

Operator: At this time, if you would like to ask a question, please press star, then the number one, on your telephone keypad. Again, if you would like to ask a question, please press star, then one, on your telephone keypad.

And there are no questions.

(Christy Kane): OK. Well, then, we have another one that was typed in. But, please go ahead and ask your questions verbally. Feel free to do that. We really intended for this to be an interactive session where you could ask any questions that you would like. This is your opportunity. It's not your only opportunity, though, because we do have ongoing technical assistance and support through this transition.

So, the next question that came in, I think, is related to some of the issues you've already discussed, (Ryan). But, does the whole agency have access to every application? Or is there a way to individualize user names so that they can only access certain applications?

(Ryan Lou): That is – that is a feature that is being considered for future applications. But, for this fiscal year and this submission process, you do not have the ability to have one user look at one application and another user look at another. When you come in to the system, it is a summary of all of your applications.

There are – this is the first year of using Catalyst for this application process. Catalyst has been used in several other states for similar types of processes. But, it's being tailored to the Kansas needs. This is a request that has come up. We don't have time to implement it this year. But, we will definitely make changes to the Kansas version of Catalyst so that it will work that way next year.

But, for now, no, you only have one organization when you come in and you have access to all applications, all budgets. There is nothing in the system there that would be hidden from any other user account. Each user account has the same access all the way across the board for your organization.

(Christy Kane): OK. Thanks so much, (Ryan).

Any questions in the queue for us, (Derek)?

Operator: Yes, ma'am. There was a question from the – from line of (Melissa Watkins).

(Christy Kane): Thank you.

Operator: (Melissa), your line is open.

(Melissa Watkins): Hello.

(Christy Kane): Hi, (Melissa).

(Melissa Watkins): Hi. So, I guess, if I – do we – as we're completing our app, it's not going to allow us to even submit it if we don't have everything in the system that needs to be in the system, right? As a person that's new to public health, I just – you know, it's already going to be kind of difficult figuring out the processes for the grants. I just – I just want to be sure that I am, you know, getting everything in that I need to get in.

(Ryan Lou): OK. So, to make sure that we didn't prohibit people from submitting applications, Kansas made the decision – the Kansas Department of Health and Environment made the decision to allow you to submit an application no matter what. So, for example, if you are on a page and you try to hit Save and you don't fill out a required field, we will give you that warning to say there is a required field that has not been filled out here.

But, if you just decided to go into the system right now and not even open up a page to get those warnings on required fields and you say, "I want to fill out an application for this grant" and you don't even fill anything out and then just save, I'm going to submit it. So, essentially, you just submitted a 100 percent blank application, the system will accept that. We aren't going to stop any applications from being submitted for any reason whatsoever.

So, that's just kind of the approach that we took in this first year. I'm sure, KDHE – Kansas Department of Health and Environment – will adjust that based on feedback they receive from the grantees and applicants this year. But, the approach this year is there is nothing prohibiting you from submitting, whether you're submitting a complete application, a partial application – a partially-completed application or an application that isn't complete at all. The system will accept all of those applications.

So, it's up to you as the applicant, the person who is filling out the information in the system, to go in and click on each item within your application and pull up the different screens and fill out the different fields that are there and submit what you have there. I would expect that if, for some reason, a field is missed during the review process, the reviewer will come back and say, "Well, why didn't you answer this question?" or "Why did you miss this entire component?"

But, the easiest thing is just on your summary page on that left-hand side where you have all your applications. Just click item by item. Make sure that you have clicked every link on that left-hand side in your navigation bar to make sure you have looked at virtually every aspect of every application all the way across the board. And what I mean by that is – see if I (can get it pulling up).

I mean this on this left-hand side. I would make sure that there is a little plus sign next to this A, B, C and E and F, expand those, click on every single link – click on every single link on this left-hand side under every application. And that should pull up every page, every variable, every data collection that KDHE has requested for that particular application. If you take that approach, that's the simplest approach and you should be able to make it through with submitting that application in a complete manner.

(Melissa Watkins): So, if we – I mean, if we do miss something, it's editable, isn't it? I mean, if we miss something and, then, KDHE calls us and says, "Hey, why did you leave this field blank?" I mean, surely, we can edit it.

(Ryan Lou): There – what will most likely happen – I mean, go – I can't speak for KDHE. I can only speak from my own experiences. Let's say – I worked at county health departments, state health departments. I've worked at CDC as well. I've been through the application process. I understand what it's like to submit these things. And my experience in every single one of these processes no matter what level of government I have worked at, you go – you submit your application to be as complete as it possibly can.

And if you want to show the worth, the value of the organization in that application process, you try to do that absolute best that you can by doing as I mentioned, clicking every single link to make sure that you have not missed any field, that you have filled everything out the best of your ability. And, then, once you submit, you go through a review phase. And during that review phase, of course, a reviewer will take a look at that and say, "Well, they missed this item" or "They missed that item. They need to fill this out." And they provide feedback to you.

Now, the repercussions of missing something is different depending on whether you're a county, state, federal and every organization has different penalties for not filling something out. And I don't think that we can answer that now because each program might have a different opinion. I don't expect someone could just submit a blank application and think that KDHE is going to allow them to just submit one later this year. We need to do our best to actually complete it.

And there might be – maybe one question that you happen to miss that maybe KDHE allows you to fill it out. I'm not sure. And I'm not sure that we have the answer now. I'm not speaking for KDHE. But, I'm sure when we get into that review process, they will be able to provide you feedback individually, by project and by application to give you an idea of their (leniency), I guess, or permissions on making some of those changes.

To answer your question, yes. During the review phase if your reviewer deems your application worthy of editing, then they can contact, open up access to that one item that you missed and say, "Go in and fill that item out." Personally, in my situation, if I were submitting an application, I would want to make sure that it's complete as possible because I want to keep my reviewer happy. I don't want them to say, "I can't complete my review. Now I have to follow up and have them complete this item." That's – but, that's just my own personal preference, and that's how I've always written grants.

But, yes, when you move into the review phase, there is the ability to edit but only if the reviewer chooses to give you editing privileges. And that guidance just isn't out yet and KDHE has not announced any positions on where they will be going with all of those things. The best thing you can do at this case is, as I mentioned, on the left-hand side, click every link, look at every field, scroll up and down every single page and make sure you have something entered in where you're supposed to have.

The last thing I will mention in relation to all of this is you should be able to go to the Aid to Local website on the KDHE site. And there is individual program guidance for each of these applications. It might not have every variable and things that you have to lay out. But, I seem to remember many of them did have at least an outline or minimum requirements of the different things that you do have to at least fill out because it is very important for you to have – I don't know – maybe an organization chart or give us an idea of how you are going to approach tobacco in schools. This is very important to this application. Go and read that program guidance. A lot of prep time has been put into building those individual program guidance documents. So, please do go and look at those resources as well.

(Christy Kane): Thanks, (Ryan). This is (Christy) again.

(Melissa), first of all, welcome to public health. And, secondly, I would just remind you that (Ryan) and his team are here to provide any technical support you need on Catalyst. And just remember that the local public health program at KDHE is available to you. If you have any content questions or need additional assistance, we are happy to provide that. So, please feel free to contact us.

(Derek), were there any other questions in the queue?

Operator: Yes, ma'am. Your next question comes from the line of (Kashaya Robchow).

(Kashaya Robchow): Hi. Can you hear me?

(Christy Kane): Yes. Hi, (Kashaya).

(Kashaya Robchow): Hi. (Kate), I had a quick question. Is the personal allocation by program – is that in that sheet – thing that's going to be loaded in February?

(Ryan Lou): They never created one, so you won't have it.

(Christy Kane): Yes. It's not in – on the signature page this year.

(Kashaya Robchow): So, we don't need to do that at all?

(Ryan Lou): No.

(Christy Kane): No.

(Kashaya Robchow): OK. That's what I wanted to know.

And, then, another question. Are any of the program planning on holding individual conference calls about the new application process? Or is that just we need to contact each of them individually about our questions with regards to this general …

(Christy Kane): Yes. That's a great question, (Kashaya). It's a great recommendation. We'll be taking all of the questions from today and providing feedback to our partners here at KDHE. And, so, I'm sitting in the room with MCH staff. And, so, they will definitely be providing additional support related to their application. And I'm assuming some of the other application will as well.

Female: The Pregnancy Maintenance Initiative, Teen Pregnancy (Targeted) Case Management and (inaudible) (Family Services) will also have (inaudible).

(Kashaya Robchow): Great.

(Carol Kramer): (Kashaya), this is (Carol Kramer). I don't know if you were at the current Disease Risk Reduction Summit last week. But, we have …

Female: No, she wasn't. She went through the Catalyst training and we felt pretty good about all of that.

(Carol Kramer): She is probably an expert by now.

Female: Yes.

(Carol Kramer): So, yes, we had sessions there.

Female: Yes.

(Christy Kane): So, if there are specific programs that you have not heard from that you would like more or you think that an additional conference call or webinar would be helpful, that's definitely something that we can pass along to those programs.

(Kashaya Robchow): NCH was the one I was wanting most. So, that sounds great that they are going to do something.

(Christy Kane): OK. (I'm happy then).

(Kashaya Robchow): Thank you.

(Christy Kane): (Kashaya), thank you.

(Derek), are there additional questions?

Operator: There was a question from the line of (Linda Chad).

(Christy Kane): Thank you.

Good morning, (Linda). Are you there? Are you there, (Linda)?

Operator: (Linda), your line is open.

(Linda Chad): Good morning. This is (Linda).

(Christy Kane): Good morning.

(Linda Chad): OK. I didn't hear the name correctly. My question is along the same lines with the individual program. I'm looking at the Immunization Action Plan and the Aid to Local Agencies document and there is no details on how to do the application. So, I'm wondering if we're going to get some further guidance on that.

(Christy Kane): Yes. We will be giving that guidance. It should be available soon.

(Linda Chad): OK. Thanks.

(Christy Kane): Thank you.

Operator: And if you would like to ask a question, please press star, then one, on your telephone keypad.

Participant, go ahead with your question. Participant, your line is open.

(Nadine Veisler): Yes. This is (Nadine Veisler). And, I think, pretty much the Immunization Action Plan is the one that I was questioning. I went into each different section and, a lot of times, there is not even a spot to enter any information. Just wanting a lot more guidance on the individual program.

(Christy Kane): Yes. We will definitely be getting with the IAP program right after we get off of this webinar. And we will get that information out just as soon as we possibly can. So, definitely, noted as an issue and something that needs to be addressed. So, we will take care of that as soon as we can.

(Nadine Veisler): All right. Thank you.

(Christy Kane): Thank you.

Are there additional questions?

Operator: Next participant, go ahead with your question.

(Martha): Hi. This is (Martha) at Reno County. The email came out a week or so ago that the Preparedness Program had not loaded any of their application yet. Is there any word on when that might happen?

(Christy Kane): We will find out for you and send that information out. I don't have anyone from Preparedness present at this webinar this morning. But, we'll find that out and let you know.

(Ryan Lou): This is – this is (Ryan) with Catalyst. We have been contacted by Preparedness. That application is now live in the system.

(Christy Kane): Great. Thanks, (Ryan).

(Ryan Lou): You're welcome.

(Martha): Wonderful.

Operator: And there are no further questions.

(Christy Kane): OK. We did have one that came in via the chat. And, so – actually a couple. So, one is "What is OMBA single audit?" And that is, as a group gets more than $500,000 in federal funds, they are required to submit a Circular A-133 audit. So, that's just something to keep in mind.

And, then, another issue that I wanted to address is where we've added the Federal Identification number and the DUNS number, I'm assuming that most, if not all of you, already have a DUNS number. But, if you do not, that process can take a few days. And, so, you'll want to make sure and address that fairly early on in the application instead of, you know, waiting until March 15 because you won't be able to get one that fast. So, I did want to mention that.

And, then, we did have a comment that came in. "And the way I understand it is just that not having all of the fields makes this extremely difficult to work on. Can this be provided soon?" And, so, what I am inferring from the question is just that you want the complete printout of the application to look at. And, so, that's something that we will be looking at providing as soon as we can. If I misinterpreted your question, please feel free to chime in. Either type the response or jump on with (Derek) here.

(Ryan Lou): So, just to clarify, some of the comments that I made might have confused folks. The questions we received is is there a way to print the entire application with blank fields? The answer to that question is no. But, we are aware of – KDHE programs are working on writing up outlines of their entire application so you could see at a glance what those things actually are.

I don't know what the timeline for release of those things are. They are working, as (Christy) mentioned, as fast as possible to do that. But, that is the kind of supplement or the mandate that we're putting over in response to that request this year. Next year, we hope to provide the ability to print entire blank applications. But, this year, we're just waiting for the Word summaries or document summaries to be provided by the programs.

(Christy Kane): Thanks, (Ryan).

(Derek), are there any additional questions?

Operator: There are no further questions.

(Christy Kane): OK. And please feel free to jump on with a question. That's what this webinar is for. So, we'll wait for just a few moments to see if more questions come in. We want to make sure that we have everyone's questions answered and that you feel comfortable with this process.

So, (Derek), just chime in when one comes in, and we'll just wait patiently.

Operator: At this time, if you would like to ask a question, please press star, then the number one.

Participant, go ahead with your question. Participant, your line is open.

(Christy Kane): (Derek), is there a question?

(Ron Kelsy): Hi. This is – hi. This is (Ron Kelsy). Can you hear me now?

(Christy Kane): Yes. Thanks, Ron.

(Ron Kelsy): OK. Thank you. Yes. There was a background comment – or at least it came through in the background – that's on the Pregnancy Maintenance Initiative a few minutes ago. Could you repeat that comment on it?

(Christy Kane): Sure.

(Ron Kelsy): Thank you.

(Christy Kane): We have (inaudible) (Aiken) from the MCH program and Barbara Kramer here. And, so, they are going to repeat that information now. Here is Barbara.

Barbara Kramer: The Pregnancy Maintenance Initiative specific application call will be at 1:30 on February 5.

(Ron Kelsy): Thank you.

(Christy Kane): And, then, do you want to – can you share the dates and times of the other webinars that you're planning?

Barbara Kramer: At 9:30 on February 6 will be Teen Pregnancy (Targeted) Case Management. (Healthy Families) will be 1:30 on Friday, the 6th. MCH will be held at noon on both Thursday, the 5th, and Friday, the 6th.

(Christy Kane): Thanks, Barbara.

Did that answer your question, (Ron)?

(Ron Kelsy): Yes, it did. Thank you.

(Christy Kane): Thank you.

Are there any other questions, (Derek)?

Operator: Yes, ma'am.

Next participant, go ahead with your questions.

(Tamara Copeland): This is (Tamara Copeland) with Shawnee County Health Agency. And my question was following up on the OMB circular audit. Normally, that audit for us isn't completed until September of 2015. And normally, at that time, our county sends out that audit to KDHE for all of our grants. Is this still going to be acceptable way to do this? Or is it (being put in) as part of this process? And, if so, how do we do that?

Kevin Shaughnessy: (Inaudible). If you're required, (you won't have) – you have nine months. Well, (we actually have 12 months) to turn it in. So, (you don't have to do at this point). We're just asking you do you have to have your Circular 133 audit done?

(Tamara Copeland): OK.

Kevin Shaughnessy: (Inaudible) (over to half a million dollars). So, (just check what you guys do. So, just answer yes and then) (inaudible).

(Tamara Copeland): (Answer yes).

Kevin Shaughnessy: (Inaudible) (until later).

(Tamara Copeland): Great. Thank you very much.

(Christy Kane): And, now, it's Kevin Shaughnessy, who is here with KDHE as our grant management expert.

(Derek), are there other questions in the queue?

Operator: There are no further questions.

(Christy Kane): OK. We did have one that came in via the chat. And this is “Can you explain more about the budget process? Does it all need to be uploaded in Catalyst? And can you explain this process?”

(Ryan), would you be able to answer that one?

(Ryan Lou): That was a question about budgets?

(Christy Kane): Yes, about the uploading process.

(Ryan Lou): OK. How shall we do this? Should we go in with this demo account and try to build it from there? I’ll show you a quick example of how that would work.

OK. So, here is a demonstration account. There is no real information here. It is just for demonstration purposes. But, what you’d do as you’ve gone through and you’ve added an application to your system that you’re wanting to go through and answer your different questions – this should look familiar to everybody. What I was mentioning earlier about making sure you click each link, this would be the example of just clicking every link to make sure that you have gone to every page. So, here would be an example. You click on Requirements. It looks like there aren’t any custom fields here. But, that’s what you do. It’s you just go through each item and fill them out.

Regarding the budget question, you don’t look in the content of the application but budgets for the guidance that has been published – you would click on the name right here to pull up your budget page. When you pull up the budget page, you scroll down. You can see this is our main summary page. There is where you’ll find your details, submitting your application, attachments. But, the final section on that link is your budget.

The budget is not uploaded as an attachment. Your budget is created in the system for the guidance that has already been published. What you would actually do is you go in here and you just click Add a Budget (Line). And on your category, you have all these categories that you can write in here. And it doesn't have to be in order.

If I wanted to start right off with supplies or salaries – let's say, for example, I even just do salary. What type is this? It's a request or (are matched). Let's say it's a request. (Ryan Lou) salary – we'll put this salary at $50,000. In this case, you have – you have a number. Do you want to keep the actual number or do you want to express it as a percentage? In this case, I want to have it put as a percentage. We'll say we're going to do 25 percent of the $50,000 salary. I can calculate – hit the Calculate button – to make sure I'm happy with this number. Yes, we are planning on requesting 12,500 for (Ryan Lou)'s salary. If you're happy with that, hit the – hit the little check mark. And, now, you could see our budget starts to build.

I'll just add another one here to just give you an idea of what these different things might look like. If I do salary again but make it a match – we're going to have (Ryan Lou)'s salary as part of a match. Let's do 50 percent. I don't have to calculate if I already know that everything is good. So, I'll just go ahead with that. Now, your budget starts to build here.

I'll add one more and from another category so you can see exactly how it starts to build. (Fringe), 8,000. Quantity – 100 percent of this amount. Save that. Now, you can see your budget starts to build and it's organized according to that categories that you built. You know that I created entries under benefits and salary. My benefits are totaling 8,000. My salary is 37,500.

If I expand that, I can see the breakdown. There is request of 12,500 for salary for (Ryan Lou), 25 percent (of an FDE). And we're matching (Ryan Lou)'s salary with 50 percent of his (FDE). So, it then provides – you can a see a match total down there, a salary total, a grand total. This is how you would build your budget. It is not uploaded into a separate document. You go in and build each line item according to the guidance that you have been provided by each categorable program.

(Christy Kane): Thanks, (Ryan).

Hopefully, the participant who asked that question – that answered your question. Please let us know if you need further information.

Are there other questions, (Derek)?

Operator: There are no further questions.

(Christy Kane): OK. We did have one that came in via the chat. And that is "Are there character limitations in each field? Or do the fields expand according to need?"

(Ryan Lou): They are talking about field limitation?

(Christy Kane): Yes.

(Ryan Lou): OK. There are limits – there are character limits to each field. But, those would have been set by the individual program that was building that field in the system. The default that we typically place on these fields is large enough that we haven't had a problem with other application processes. But, if for some reason, that field needed to be expanded, the KDHE contact for that particular program would have stopped that through and expanded that field to include more characters than the default.

My recommendation would be if you have a limitation on that field, then follow up with that question to your program contact to see if there is reasoning behind their limitation or whether or not they choose to expand. But, that is an individual program decision they will be able to make.

(Christy Kane): Thanks, (Ryan).

Are there further questions, (Derek)?

Operator: There is a question from the line of (Janice Kern).

(Christy Kane): Go ahead, (Janice).

(Janice Kern): Can you hear me?

(Christy Kane): Yes. Thank you.

(Janice Kern): OK. On the Benefits section, does it need to be broken out individually by each benefit like (type of) unemployment, workman's comp, health insurance, or can it be lumped as the total sum?

Kevin Shaughnessy: In the past, we've always had people break it out. (One of the reasons for all these things was to use a large amount to put in the grant column) – we'll probably going to want to know roughly where that is coming. (You have a small amount you can put all over the match). It's not (a big a deal). I know (it used to have – I think that helps you at one time).

But, apparently, (none is still required). But, it's one of those things where – I don't know – we don't specifically talk about it. (The reason of all these things were) – you know, start using 50 or 60 percent of your total salary and benefits (and put that all in the grant). We might want to know how you're figuring that out because there's some people that really can't figure – (if you have it wrong fairly consistently – and I try to help on this). It's one of the things where sometimes you can – sometimes you can see if you break it out (because – how we're stating things – actually, I'm not sure). But, it's one – it's kind of (the reason for all this deal).

So, I don't know if anybody who (want to visually tell people they have) to break it out. But, I'm guessing that, for most people, it's not that big of an issue if you don't break it out and just kind of jump it in, like I said. (You might hear from me if this is a large amount in the grand column). But, otherwise, you'll probably not – you don't need to have to break it out.

(Christy Kane): Thanks, Kevin.

Thank you, (Janice). And does that answer your question?

(Janice Kern): Yes, I think that will answer it.

(Christy Kane): OK. Thank you.

(Derek) are there additional questions?

Operator: There are no further questions.

(Christy Kane): OK. It doesn't look like there are any in the chat either.

(Ryan), do you have anything to add?

(Ryan Lou): I have no further comments.

(Christy Kane): OK. Last chance for questions. Actually, not. Last chance for questions on the webinar. But, keep in mind, we are available anytime for technical assistance through this process.

Any other questions, (Derek)?

Operator: Next participant, go ahead with your question.

(Christy Kane): Good morning.

(Edith Matthews): Hello.

(Christy Kane): Yes. Go ahead.

(Edith Matthews): This is (Edith Matthews) with Shawnee County Health Agency. I just wanted to clarify on the submission procedure. So, if you want to wait until you have finalized – so you have completed working on all your programs, so you just hit the Finalize button and that submits all your applications? Or you – or do you still have to go into each application name and submit there and then still go over and hit the Finalize button?

(Ryan Lou): It is not required to go in and hit Submit to each one. So, for example, if you did not hit …

END